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Integrated Cluster Guide Meeting Minutes [August 26, 2016]

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Guide meeting August 26

5-5:45pm Draper & Maynard room 202

Attending: Cynthia, Kristina L, Laura, Elliot, Chris C, Chris D, Kate H, Amy, Nick, Brad, Bob

- Elliot, Annette, Cathie and Nick met with Mark Fischler as well as Reps from Gen Ed to start the conversation about FYS. Will meet on Monday August 29th
- Feedback for ADS regarding
 - University Days
 - ICG tables failed because...
 - Lacking goals and poorly situated and windy
 - Be mindful of more time between schedule events
 - No incentive lacking purpose and a goal
 - Positive outcomes
 - A note will be drafted and online
 - People were excited about what we're doing a lot of positivity and project ideas
 - We need time to guide and be mindful that we need to facilitate projects
 - Brad will send PDF of chart from I&E
 - New administrative positions
 - Kate on PAT search committee
 - Will keep updated
 - Ask to be on search for second position
- Scheduling uniform review dates for Project Proposals to simplify the process email vote to Ross ASAP **DONE**

Milestone dates:

Proposal Submittal Cutoff: September 30th

IC Decision Date (all Project levels): October 13th

Project Review Team Decision Date (Levels 2 & 3): October 20th

Deans' Decision Date (Level 3 & Release Time): October 27th

Proposal Submittal Cutoff: October 31st

IC Decision Date (all Project levels): November 10th

Project Review Team Decision Date (Levels 2 & 3): November 17th

Deans' Decision Date (Level 3 & Release Time): November 24th

Proposal Submittal Cutoff: November 30th

IC Decision Date (all Project levels): December 8th

Project Review Team Decision Date (Levels 2 & 3): December 15th

Deans' Decision Date (Level 3 & Release Time): December 22nd

Proposal Submittal Cutoff: December 31st

IC Decision Date (all Project levels): January 12th

Project Review Team Decision Date (Levels 2 & 3): January 19th

Deans' Decision Date (Level 3 & Release Time): January 26th

Proposal Submittal Cutoff: March 15th

IC Decision Date (all Project levels): March 23rd

Project Review Team Decision Date (Levels 2 & 3): March 30th

Deans' Decision Date (Level 3 & Release Time): April 6th

- **Loosing 2 guides and replacements by the ADs**
 - What is the practice going to be moving forward for replacing Guides?
- **Scheduling regular meetings**
 - Tue from 3:15-5pm first Tues of Month
 - Third Monday 11:15-12:05 (unable to attend: Gail, Cynthia, Robyn, Bob H, Barb M, Kate H, Amy V)
 - CHAIR & Guide or Guide & Faculty meetings: There are two blocks of time to consider for potential meetings. Wednesday September 28th and October 26th are the fourth Wednesdays of the month with November/Thanksgiving and December/Christmas. The Chair's meetings are from 2:30-4:00 so to get faculty to come might involve a later time period from 3:30 to - 5 for faculty meetings.
 - These will be individual cluster meetings 3:30 to - 5 .
 - ALL DATES IN INTEGRATED CLUSTER
 - We need to work on being nimble with such a large group
 - Meet with ADs, Ross, Denise, when needed or if they request a meeting if necessary
 - Create specific groups to work on tasks
 - FYS/Gen Ed (DONE?)
 - Delegates for level 2 Project reviews (DONE)
 - delegates from each cluster meet on above dates to communicate across clusters?
 - Alternate days clusters meet
- **Asking for a 6 credit release time Spring 2017**
- **Success Measures & benchmarks**